



# **Review and Comment Application**

**OFFICE OF PLANNING  
ATLANTA URBAN DESIGN COMMISSION**  
55 Trinity Avenue S.W., Suite 3350  
Atlanta, Georgia 30303  
(404) 330-6145

Updated November 25, 2013



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## **Review and Comment Application Package Step by Step Checklist**

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- ☐ Review the **REVIEW AND COMMENT PROCESS**.
- ☐ Refer to the (**Deadlines for Review and Comment Applications**) table for deadline and corresponding hearing date.  
*Please note: Sign postings are not applicable to Review and Comment applications.*
- ☐ Applicants should **submit ALL relevant** materials to enable the Atlanta Urban Design Commission to understand the proposal and its impact on the surroundings. All applicants submitting a **Review and Comment Application** to the Atlanta Urban Design Commission must provide two (2) to-scale set of plans and twelve (12) sets of reduced plans (no smaller than 8 ½ " X 11"). In addition, it will be necessary to submit 12 copies of any other materials the applicant would like the Commission to consider (i.e. photographs, project description, cover letter, etc.).
- ☐ Submit a CD with no more than ten photographs, that document the current exterior conditions of the structure and site.
- ☐ Complete **Application** in full and return it to the Commission Staff with **original signatures** by the appropriate deadline date.
- ☐ The Commission Staff will publish the Agenda for your hearing date on the Urban Design Commission Website (<http://www.atlantaga.gov/index.aspx?page=776>).
- ☐ The Atlanta Urban Design Commission will e-mail a **Staff Report** to you regarding your application prior to your hearing date. Review the Staff Report prior to the meeting. (This is the Staff's assessment of your project per the relevant resolutions).
- ☐ At the Atlanta Urban Design Commission meeting you can make a **Presentation** about you proposal.
- ☐ Written comments from the Commission will only be provided in response to applications for Brookwood Hills Conservation District, Martin Luther King, Jr. Landmark District, the Board of Zoning Adjustment and the Zoning Review Board. All other Applicants must be present at the Commission meeting at which their application will be heard in order to receive the required comments.

*The hours that the Office of Planning will accept applications for Review and Comment applications are:*

*Monday: 8:30 am to 1:00 pm*

*Tuesday: 8:30 am to 2:00 pm*

*Wednesday: 8:30 am to 2:00 pm*

*Thursday: 8:30 am to 2:00 pm*

*Friday: No applications are accepted.*

# Review and Comment Process

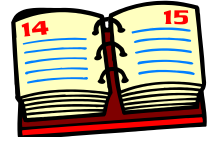
## Step One:

Obtain appropriate application materials from the Atlanta Urban Design Commission and check the deadline schedule to determine important dates and deadlines for your application.



## Step Two:

Submit completed application, with original signatures, and all supplemental material on the appropriate deadline.



## Step Four:

The Urban Design Commission meets on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of every month at 4:00 p.m. in City Council Chambers. The Commission is comprised of 11 city residents, each with a required professional background and appointed by the Mayor and the City Council. Consult the deadline schedule for the hearing date that corresponds to your application deadline.



**Step Three:** The Commission Staff will distribute copies of your application materials to the Commission members for review. The Commission Staff will also prepare a Staff Report to review the application for compliance with the appropriate ordinances and other regulations specific to your application. Copies of this report are given to Commission members, to the Applicant, and made available to the public prior to the meeting.

## Step Five:

At the Commission meeting, each Applicant will have ten minutes to present his or her application. Anyone opposing the proposed work will also have ten minutes to make a presentation to the Commission. Commission members may ask questions of the Applicant and other parties. The Commission may decide to send a letter of support, comments or opposition. The Commission may also defer an application.



## Step Six:

**If a Letter of Support** is approved, the Applicant should bring the final sets of construction drawings required by the Bureau of Buildings to have them stamped by Commission Staff, before filing for the building permit.

**If a Letter in Opposition** is approved, the Commission strongly encourages the Applicant revise their project to address the comments of the Commission before obtaining a building permit.

## 2014 DEADLINES FOR URBAN DESIGN COMMISSION APPLICATIONS

<b>Application Deadline</b>	<b>Type III, IV &amp; Variance Sign Posting Deadline</b>	<b>Type II Sign Posting Deadline</b>	<b>Hearing Date</b>
<b>December 17 (2013)</b>	December 24 (2013)	January 1	<b>January 8</b>
<b>December 31 (2013)</b>	January 7	January 15	<b>January 22</b>
<b>January 21</b>	January 28	February 5	<b>February 12</b>
<b>February 4</b>	February 11	February 19	<b>February 26</b>
<b>February 18</b>	February 25	March 5	<b>March 12</b>
<b>March 4</b>	March 11	March 19	<b>March 26</b>
<b>March 18</b>	March 25	April 2	<b>April 9</b>
<b>April 1</b>	April 8	April 16	<b>April 23</b>
<b>April 22</b>	April 29	May 7	<b>May 14</b>
<b>May 6</b>	May 13	May 21	<b>May 28</b>
<b>May 20</b>	May 27	June 4	<b>June 11</b>
<b>June 3</b>	June 10	June 18	<b>June 25</b>
<b>June 17</b>	June 24	July 2	<b>July 9</b>
<b>July 1</b>	July 8	July 16	<b>July 23</b>
<b>July 22</b>	July 29	August 6	<b>August 13</b>
<b>August 5</b>	August 12	August 20	<b>August 27</b>
<b>August 19</b>	August 26	September 3	<b>September 10</b>
<b>September 2</b>	September 9	September 17	<b>September 24</b>
<b>September 16</b>	September 23	October 1	<b>October 8</b>
<b>September 30</b>	October 7	October 15	<b>October 22</b>
<b>October 21</b>	October 28	November 5	<b>November 12</b>
<b>November 4</b>	November 9	November 17	<b>*November 24</b>
<b>November 18</b>	November 25	December 3	<b>December 10</b>

Review and Comment applications do not require sign posting prior to the hearing.  
Note: November 24, 2014 meeting is on a Monday



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Application# \_\_\_\_\_

Date Accepted \_\_\_\_\_

## Review and Comment Application

Applicant's Name \_\_\_\_\_

Applicant's Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-Mail \_\_\_\_\_

### DESCRIPTION OF PROPERTY:

Property Address \_\_\_\_\_

### DESCRIPTION OF PROJECT:

Describe clearly and in detail **ALL** new construction, alterations, repairs or other changes to the exterior appearance or site proposed for property under consideration. (Use additional pages as necessary).

### ADDITIONAL MATERIALS REQUIRED:

Any relevant materials to support your project must accompany this application. This may include a site plan, elevations, photographs or specifications including materials and any other graphic information appropriate for a particular application.

### Materials Submitted: *(please check only the ones that apply)*

☐ Site plan including relevant dimensions, all existing improvements, and **all** proposed work.

☐ Relevant photographs of existing conditions.

☐ Elevations including existing and proposed materials, scaled sketches, accurate grade lines, and existing and proposed dimensions.

I HEREBY AUTHORIZE THE STAFF AND MEMBERS OF THE ATLANTA URBAN DESIGN COMMISSION TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
APPLICANT OR AGENT FOR APPLICANT

\_\_\_\_\_  
DOUG YOUNG, EXECUTIVE DIRECTOR



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## **Economic Incentives for Historic Preservation**

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### **Landmark Historic Property Tax Abatement Program**

The owner of an income-producing building, which is listed in the National or Georgia Register of Historic Places and has been designated by the City of Atlanta as a Landmark Building or a contributing building in a Landmark District, may obtain preferential property tax treatment. The building must be in standard condition. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value of the building and up to two acres of land surrounding it, is frozen for eight years at the level existing at the time of application and certification. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. The application for this tax freeze must be filed with the county tax assessor's office by December 31<sup>st</sup> of the year before the freeze will go into effect. For further information, contact Doug Young, Atlanta Urban Design Commission, 55 Trinity Avenue, SW, Suite 3400, Atlanta, Georgia 30303-3520 (404-330-6145) or [dyoung@atlantaga.gov](mailto:dyoung@atlantaga.gov).

### **Rehabilitated Historic Property Tax Abatement Program**

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and has undergone a major rehabilitation initiated after January 1, 1989, may obtain preferential property tax treatment. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value is frozen at the pre-rehabilitation level for a period of eight years. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. Qualifying rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have increased the fair market value of the building by not less than 50% for owner-occupied residential real property, or not less than 100% for income-producing real property. The application for this tax freeze must be filed by December 31<sup>st</sup> of the year before the freeze will go into effect. For further information, contact Ced Dolder, Tax Incentives Coordinator, at the Georgia Department of Natural Resources, Historic Preservation Division, 34 Peachtree Street, NW, Suite 1600, Atlanta, Georgia 30303-2316 (404-651-5567) or [ced\\_dolder@dnr.state.ga.us](mailto:ced_dolder@dnr.state.ga.us)

### **Federal Income Tax Credit Program**

If a property is listed in the National Register of Historic Places, the owner or long-term lessee of an income-producing property is entitled to an investment tax credit of up to 20% of the qualified rehabilitation expenses of a substantial rehabilitation performed in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. All buildings, sites and districts designated by the City of Atlanta are required to meet the criteria for listing in the National Register of Historic Places. For further information, contact the Georgia Department of Natural Resources at the address, telephone number, and email above.

### **State Income Tax Credit Program**

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and is planning to start a substantial rehabilitation on or after January 1, 2004, is eligible to apply for the credit. The program provides property owners of historic properties who complete a Department of Natural Resources-approved rehabilitation the opportunity to take 10% of the rehabilitation expenditures as a state income tax credit up to \$5,000. If the home is located in a target area, the credit may be equal to 15% of the rehabilitation expenditures up to \$5,000 and for any other certified structure; the credit may be equal to 20% of rehabilitation expenses up to \$5,000. Department of Natural Resources-approved rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have qualified rehabilitation expenses that exceed the lesser of \$25,000 or 50% of the adjusted basis of a historic home used as a principal residence, \$5,000 for a historic home used as a principal residence in a target area, or the greater of \$5,000 or the adjusted basis of the building for any other certified historic structure. Further, at least 5% of the qualified rehabilitation expenses must be allocated to work completed on the exterior of the structure. For further information, contact the Georgia Department of Natural Resources at the address, telephone number, and email above.

### **City/County Urban Enterprise Zone Tax Abatement Program**

Ad valorem property tax exemptions covering a ten-year period can be obtained by owners of qualifying historic multi-family and non-residential structures located in urban enterprise zone eligible areas. There is no minimum acreage requirement for proposed zones. Tax abatements are also available for commercial, industrial, and mixed-use properties. For housing urban enterprise zones, structures suitable for rehabilitation/renovation must provide a minimum of four multi-family housing units. For further information, contact Garnett Brown, the Urban Enterprise Zone Administrator at the Atlanta Bureau of Planning, 55 Trinity Avenue SW, Suite 3350, Atlanta, Georgia 30303-3520 (404-330-6145) or [gbrown@atlantaga.gov](mailto:gbrown@atlantaga.gov).

### **Development Impact Fee Exemption**

The owner of a city-designated Landmark Building or a contributing in a Landmark District, which will undergo a rehabilitation or conversion, may obtain a 100% exemption from the payment of Development Impact Fees for building permits associated with the rehabilitation/conversion project. Such an exemption must be obtained prior to the issuance of a Building Permit. For further information, contact Mary Miller, Atlanta Bureau of Buildings, 55 Trinity Avenue SW, Suite 3900, Atlanta, Georgia 30303-3520 (404-330-6691) or [mamiller@atlnataga.gov](mailto:mamiller@atlnataga.gov).

### **Façade Easements**

A preservation easement is a legally enforceable commitment by a property owner to preserve the facades of a historic structure so that its exterior architectural features remain unchanged in perpetuity. Properties must be National Register-eligible structures. Federal and State income tax deductions can be taken as well as the possibility of other tax advantages related to a property's decrease in value as a result of an easement donation. For further information, contact Easements Atlanta, Inc. c/o the Atlanta Preservation Center, 327 St. Paul Avenue, SE, Atlanta, Georgia 30312 (404-688-3353) or [www.preserveatlanta.com](http://www.preserveatlanta.com).

### **Transfer of Development Rights (TDR)**

See Section 16-28.023 of the Code of Ordinances of the City of Atlanta for information.



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## Neighborhood Contacts

While it is not a requirement of the Applicant to contact a neighborhood representative, or meet with a neighborhood committee, the Urban Design Commission strongly encourages you to do so prior to the submission of the application. Neighborhood Representative Contact, listed by Historic/Landmark District:

<b><u>Adair Park Historic District</u></b> Adair Park Today Jeanne Mills, (404) 753-6265 or 765 Catherine St., Atlanta, GA 30310 Derrick Duckworth (404) 755-1596 or <a href="mailto:dlduckworth@gmail.com">dlduckworth@gmail.com</a> <i>Meets 1<sup>st</sup> Tuesday of each month*</i>	<b><u>Grant Park Historic District</u></b> Grant Park Neighborhood Association Paul Simo, GPNA Historic Committee Chair (404)-788-5659 or <a href="mailto:preservision@yahoo.com">preservision@yahoo.com</a> (404) 234-2853 or <a href="mailto:PaulZucca@aol.com">PaulZucca@aol.com</a> <i>Meets 1<sup>st</sup> Tuesday of each month*</i>
<b><u>Atkins Park Historic District</u></b> Atkins Park Neighborhood Association Linda Guthrie, Chair, Historic Preservation Committee <a href="mailto:roseguthrie@gmail.com">roseguthrie@gmail.com</a> <i>*Meets bi-monthly</i>	<b><u>Inman Park Historic District</u></b> Inman Park Neighborhood Association Molly McLamb, V P Historic Preservation Committee (404) 695-4689 or <a href="mailto:historic.preservation@inmanpark.org">historic.preservation@inmanpark.org</a> <i>Meets 3<sup>rd</sup> Wednesday of each month*</i>
<b><u>Brookwood Hills Conservation District</u></b> Brookwood Hills Community Club, Inc John Wheeler, President (678) 637-6396 or <a href="mailto:john.douglass.wheeler@gmail.com">john.douglass.wheeler@gmail.com</a> <i>Meets 1<sup>st</sup> Monday of each month*</i>	<b><u>Martin Luther King, Jr., Landmark District</u></b> NPU M Mathew Garbett, Assistant Secretary <a href="mailto:assistantsecretary@npumatlanta.org">assistantsecretary@npumatlanta.org</a> <i>Meets 4<sup>th</sup> Monday at 6:30pm</i>
<b><u>Cabbagetown Landmark District</u></b> Cabbagetown Neighborhood Improvement Association Jared Serwer, Chair, Preservation Committee <a href="mailto:jaredserwer@gmail.com">jaredserwer@gmail.com</a> <i>Meets 1<sup>st</sup> Monday and 2<sup>nd</sup> Tuesday of each month*</i>	<b><u>Oakland City Historic District</u></b> Oakland City Community Organization Henry E. Roque, President (404) 942-7363 or <a href="mailto:roqueh@netzero.net">roqueh@netzero.net</a> <i>Meets 2<sup>nd</sup> Saturday of each month*</i>
<b><u>Castleberry Hill Landmark District</u></b> Castleberry Hill Neighborhood Association Calvin Lockwood, Chair, Land-use / Zoning Committee (404) 221-0201 or <a href="mailto:calvin@calvinlockwood.com">calvin@calvinlockwood.com</a> <i>Meets 3<sup>rd</sup> Monday of each month*</i>	<b><u>Sunset Avenue Historic District</u></b> NPU L Zoning Committee Greg Hawthorne (678) 362-4786 or <a href="mailto:ghawthorne@bellsouth.net">ghawthorne@bellsouth.net</a>
<b><u>Collier Heights Historic District</u></b> Collier Heights Harold Morton, President 404-606-3075 or <a href="mailto:haroldmorton@comcast.net">haroldmorton@comcast.net</a> <i>Meets 2nd Tuesday of each month*</i>	<b><u>West End Historic District</u></b> West End Neighborhood Development, Inc. Handy Johnson (404) 656-6540 or <a href="mailto:handyj46@yahoo.com">handyj46@yahoo.com</a> <i>Meets 1<sup>st</sup> Tuesday of each month*</i>
<b><u>Druid Hills Landmark District</u></b> Druid Hills Civic Association Steven Cappel, Chair, Historic Preservation Committee (404) 373-8791 or <a href="mailto:khfstc@aol.com">khfstc@aol.com</a> <i>Meets 3<sup>rd</sup> Wednesday of each month*</i>	<b><u>Whittier Mill Historic District</u></b> Whittier Mill Village Neighborhood Association <a href="mailto:wmvassociation@gmail.com">wmvassociation@gmail.com</a> or Rhett Kilpatrick ( <a href="mailto:rhettak@hotmail.com">rhettak@hotmail.com</a> ) <i>Meets 3<sup>rd</sup> Thursday of each month*</i>

\*Please confirm meeting date(s) and procedures with District contact.

Updated as of 11/25/2013